

## **CM/ECF Organizing Committee**

Minutes of May 14, 2002 Meeting.

Attended By the following committee members: Tony Anastas, Neil Aresty, Helen Costello, Sheila Diskes, Edis Feldhouse, Judge Nancy Gertner, Ginny Hurley, Judge Rudolph Kass, Prof. Eleanor Loiacano, James Lynch, Jeffrey Morgan, Douglas Nash, Len Rideout, Kathleen Roberts, William Ruane, Bruce Smith and Judge William Young

Also attended by: Barbara Rabinovitz

1. The minutes of the January 30, 2002 meeting provided previously to committee members were approved with no further discussion.
2. Judge Gertner accessed the Court's public website and discussed the CM/ECF information available on the site. [mad.uscourts.gov/](http://mad.uscourts.gov/) Electronic Case Filing - CM/ECF.
3. Report on Status of CM/ECF in the U.S. District Court was provided by Helen Costello. A copy of the March 27 letter from the Administrative Office (AO) congratulating the District of Massachusetts on being selected as one of the Wave 9 courts for the implementation of CM/ECF was provided. Preliminary phase project plans were also provided. Helen advised that the first phase of the project has already begun.
  - a. An introductory teleconference was held on May 9<sup>th</sup>. Participants in the conference call included Judge Gertner, members of the Clerk's Office project management team, Administrative Office (AO) personnel, staff from the San Antonio Training and Support Division of the AO and staff from our mentor court - Northern District of Ohio.
  - b. The court has begun to schedule training for court staff on CM/ECF. Four members of the Clerk's Office staff will attend CM/ECF Application training in San Antonio the week of June 10, 2002 and another group of four will attend the week of June 24. Dictionary training has been scheduled for the week of July 8 and three staff members will attend that training.
  - c. Site visits have been scheduled for two courts already using CM/ECF. Seven members of the Clerk's Office staff will be going to Cleveland, Ohio, our mentor court, from June 17 to 19 and another group will go to Kansas City, Missouri from July 22 to 24.
  - d. Participated in the national Wave 9 kick-off teleconference with AO staff and other Wave 9 courts.
  - e. Under this schedule the court expects to go live with CM around March 2003 with ECF to follow within 2 - 4 months.

4. Judge Gertner announced that there would be a presentation and demonstration of the CM/ECF program for the media, bar and public on June 20, 2002 from 4 - 6 p.m. All committee members were encouraged to attend this program.
5. Chief Judge Young reported that the District of Massachusetts was part of a national pilot program to allow remote public access to criminal case files. The court currently scans the indictment/information, opinions, orders, judgments and statement of reasons forms in criminal cases which would make these documents available electronically. There was further discussion on security issues relating to access to information electronically, authentication issues and privacy implications.
6. Jim Lynch, Clerk, reported on the status of CM/ECF in the Bankruptcy Court. As part of the CM/ECF implementation, a site visit was being conducted in the bankruptcy court this week. Staff from the AO, the bankruptcy court in Utah, mentor court for the bankruptcy court in Massachusetts, and staff from San Antonio were participating in the site visit. A demonstration of CM/ECF was conducted for attorneys and staff in Boston on Monday, May 13 and in Worcester on Tuesday, May 14.

The bankruptcy court has established several committees to work on various aspects of the implementation process. They have a committee analogous to this one to consider training, outreach to attorneys, and rules, among other issues. They have also set up in house committees including: chambers/courtroom deputy committee, quality control committee, process re-engineering committee, dictionary review committee, etc.

The bankruptcy court expects to go live with CM portion of program first by February/March 2003. About a month after that the ECF portion of the program should be available to external users.

7. A draft of a questionnaire to be directed to attorneys was provided to the committee members for review and comment. There was discussion on the distribution of the questionnaire and consideration was given to posting it on our web site, sending it out to various bar associations and making it available in the Clerk's Office among other things.
8. Judge Gertner provided a copy of an article she has written for the Boston Bar Journal.
9. Because a number of committee members were unable to attend this meeting, it was decided not to breakout into subcommittees. Further meetings would be scheduled by the chairs of the subcommittees to focus on their designated areas: rules, privacy issues and outreach/training.
10. Next meeting date to be scheduled but all committee members are asked to participate in the June program for the media, bar and public.